Department of Energy Office of Science

QuikGuide

Windows 2000 Professional

New Features

- Ctrl + Alt + Delete to logon
- Automatic password protected screen saver will appear after 15 minutes idle
- Personalized menus
- Refresh rates

What You Will See

Desktop

You will see a refined look and design that will allow for quicker access to information and programs.

Customizable Toolbars

You can now add multiple toolbars to the task bar for single-click access to all your favorite programs. This will allow you to tailor your work environment to meet your needs.

Accessibility Tools

You can use the Accessibility Settings wizard to allow you to adapt Windows options and preferences to your needs. Some examples are Screen Magnifier, Narrator, and On-Screen Keyboard.

Quick Tools

You can automatically minimize all windows with a single click.

Starting Windows 2000

1. Turn on your PC. 💻
2. When prompted, press **Ctrl + Alt + Del**.
3. Read the security banner and press **Enter** to agree to security requirements.
4. Type your username and password.
5. Press **OK**.
6. You are now logged onto the network.

Shutting Down Workstation

1. Click once on the **Start** Button.
2. Select **Shut Down**.
3. Choose from the suggested options:
   Log Off
   Shut Down
   Restart
4. After selecting, press **yes** or **no**.

Arranging Windows on the Desktop

1. With multiple windows open, right click on a blank area of the taskbar.
2. Select the arrangement you want.
3. To undo the arrangement, right click on a blank area of the taskbar and select **Undo**.

Creating a Shortcut to a File or Folder

1. Right click on the file or folder for which you wish to create a shortcut icon.
2. Select **Send To** from the menu.
3. Select **Desktop (create shortcut)**.
4. Windows adds a shortcut to your Desktop.

Adding Web Content to the Desktop

1. Right-click on a blank area of the Desktop.
2. Select **Active Desktop**.
3. Select **New Desktop Item**.
4. Type the address to the Web page you want to view and select **OK**.
5. Select **OK** at the **Next** prompt.
6. The content is automatically displayed on your Desktop.
7. To Change the size of the component, move your mouse over the top of it. A top bar will appear.
8. Select one of the following:
   - ☐ Maximize
   - **X** Close
   - ▣ Three quarters of page
   - ▣ Small window

Adding a Shortcut to the Start Menu

1. Select **Start**.
2. Select **Settings** and choose the **Taskbar & Start Menu** option.
3. Select the **Start Menu** option.
4. Select the **Add** button.
5. Use the **Browse** function to navigate to the program you wish to add.
6. Select **Next**.
7. Select the folder you wish to place it in.
8. Select **Next**.
9. Enter the name you wish to call the program.
10. Select **Finish**.

Personalized Menus

1. Right-click on a blank area of the taskbar and select **Properties** from the pop-up menu.
2. Click the **General** tab.
3. Add a check mark from the box next to **Use Personalized Menus**.
4. Select **OK**.

Moving The Taskbar

1. Click and drag the Taskbar to the desired location while holding down the left mouse button.
2. Release the left mouse button once Taskbar is in desired location.

Keyboard Shortcuts

⊞	Display or hide the Start menu
⊞ + M	Minimizes and restores Windows
⊞ + E	Opens My Computer
⊞ + F	Search for a file or folder
⊞ + F1	Display Windows 2000 Help
⊞ + Tab	Switch between open windows
F2	Rename a selected item
Ctrl + A	Select All
Alt + Esc	Cycle through open items located on the taskbar
Alt + F4	Close and quit the active program

Accessibility Tools

1. Select Start.
2. Select Programs from the menu.
3. Select Accessories from the menu.
4. Select Accessibility from the menu.
5. Select Accessibility Wizard.

Refresh Rates

1. Right-click on a blank area of the Desktop and select **Properties**.
2. Click the **Effects** tab.
3. Under **Visual Effects**, change the **Fade Effect** option to **Scroll Effect**.
4. Click **Apply**.
5. Click **OK**.